

REQUEST FOR PROPOSAL

TO PROVIDE ACCOUNTING CONSULTING AND MANAGEMENT SERVICES
FOR THE JEFFERSON PARISH DEPARTMENT OF COMMUNITY DEVELOPMENT



RFP No.: 0410

Proposal Receipt Date: May 1, 2020

Proposal Receipt Time: 4:30 PM

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70054

(504)364-2678

TABLE OF CONTENTS

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background	3
1.2 Purpose.....	3
1.3 Goals and Objectives –	4
1.4 Proposer Minimum Requirements	5
1.5 Schedule of Events.....	5
1.6 Proposal Submittal	6
1.7 Proposal Response Format.....	7
1.8 Number of Response Copies –.....	8
1.9 Legibility/Clarity.....	9
1.10 Pre-proposal Conference.....	9
1.11 Written Inquiries	9
1.12 Inquiry Periods.....	9
1.13 Required Signed and Notarized Affidavits	10
1.14 Proposal Guarantee	11
1.15 Performance Bond	11
1.16 Fidelity Bond Requirements	11
1.17 Proposal Validity	11
1.18 Revisions, Withdrawals, Protest Procedures	11
1.19 Cost of Offer Preparation.....	11
1.20 Acceptance of Proposal Content.....	12
1.21 Written or Oral Discussions/Presentations	12
1.22 Standard Terms and Conditions and Non-negotiable Contract Terms	12
1.23 Taxes	12
1.24 Selected Proposer’s Responsibilities	13
1.25 Sub-Contractor Requirements.....	13
1.26 Insurance Requirements	13
1.27 Subcontractor Insurance.....	13
1.28 No Guarantee of Quantities	13
1.29 Contract Negotiations	13
1.30 Cancellation of RFP or Rejection of Proposals	13
1.31 Evaluation and Selection.....	14
1.32 Indemnification.....	15
1.33 Payment for Services	16
1.34 Termination.....	16
1.35 Assignment	17
1.36 EEOC and ADA Compliance	17
1.37 Audit of Records	18
1.38 Record Retention	18

1.39	Record Ownership	18
1.40	Content of Contract/Order of Precedence.....	18
1.41	Contract Changes	18
1.42	Substitution of Personnel	19
1.43	Force Majeure	19
1.44	Governing Law	19
1.45	Claims or Controversies.....	19

PART II - SCOPE OF WORK

2.1	Scope of Work/Services.....	20
2.2	Period of Agreement	23
2.3	Cost Proposal (Price Schedule).....	23
2.4	Deliverables	24
2.5	Location	24
2.6	Financial Profile.....	24
2.7	Proposal Elements.....	24

PART III - FEDERAL PROVISIONS

3.1	Federal Contract Provisions.....	25
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PART IV - EVALUATION CRITERIA

4.1	Evaluation Criteria	25
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PART V - PERFORMANCE REQUIREMENTS

5.1	Performance Requirements	27
5.2	Performance Measurement/Evaluation	27

APPENDICIES:

Attachment "A" Insurance Requirements.....	27
Attachment "B" Price Schedule	29
Attachment "C" Contractor Certification/Debarment.....	30
Attachment "D" Contractor Certification/Anti-Lobbying.....	30
Signature Page.....	31
Corporate Resolution.....	32
Request for Proposal Affidavit Instructions.....	33
Request for Proposal Affidavit.....	34

REQUEST FOR PROPOSAL

TO PROVIDE ACCOUNTING CONSULTING AND MANAGEMENT SERVICES FOR THE JEFFERSON PARISH DEPARTMENT OF COMMUNITY DEVELOPMENT

1.1 Background

Jefferson Parish seeks to engage a qualified accounting consultant to assist the Jefferson Parish Department of Community Development ("JPDCD") with technical assistance and related management services, on an immediate basis for programs funded by the U.S. Department of Housing and Urban Development ("HUD").

The funding for programs administered by JPDCD comes from HUD, and JPDCD administers these funds following HUD guidelines. Additionally, outside of funding for various Programs, HUD provides funding for the entirety of JPDCD's operations. Therefore, JPDCD is fully federally funded, and all money provided by Jefferson Parish is fully reimbursed by HUD. JPDCD does not receive any money from the Jefferson Parish General Fund and pays the Parish for indirect costs such as rent, equipment usage, computer services, risk management, safety and security, etc.

The JPDCD Accounting Unit staff members use the Parish AS400 system to input program and salary expenses that are then processed and paid by Jefferson Parish. Drawdowns for these expenses are then subsequently performed in the various HUD financial management systems (e.g., IDIS, DRGR and eLOCCS) to notify HUD of these payments. HUD then issues reimbursement to Jefferson Parish shortly after notification. Additionally, both JPDCD Accounting Unit staff members and members of the managerial staff work together to perform periodic, deadline-driven annual reporting in all HUD financial management systems.

In October of 2019, JPDCD was notified that, as part of the Jefferson HOME Consortium (The Jefferson HOME Consortium consists of the Departments of Community Development for Jefferson Parish, the City of Kenner and St. Charles Parish) they won a new lead hazard remediation grant worth \$3.3 million dollars (JPDCD's portion of this grant is \$2.1 million dollars). This new grant requires the use of a HUD financial management system that is new to JPDCD: the HGGMS system.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

“Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et. seq. Vendor/Proposer by this submission, warrants that there are no “Conflicts of interests” related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of a contract, permit or licenses and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.”

1.3 Goals and Objectives –

This is a competitive process open to all. JPDCD desires to obtain a firm that is familiar with the federal regulations, State law, Parish ordinances and departmental processes to demonstrate specific knowledge of and experience to provide accounting consulting and related management services to the Department.

JPDCD's goals and objectives for accounting consulting and management services are as follows:

1. Training of all JPDCD Accounting Unit staff members in the Parish AS400 system and all pertinent HUD financial management systems (IDIS, DRGR, eLOCCS);
2. Training of JPDCD managerial staff members in the Parish AS400 system and all pertinent HUD financial management systems (IDIS, DRGR, eLOCCS);
3. Temporary managing and guiding of JPDCD Accounting unit staff members;
4. Reconciling of current over-budget projects in accordance with Jefferson Parish Accounting Department policies and procedures and HUD guidelines;
5. Ensuring that all HUD drawdowns are performed so that the Parish is fully reimbursed and current;
6. Implementing and managing a monthly schedule of drawdowns.

In addition, for further goals and objectives, please see Section 2.1 Scope of Work/Services.

1.4 Proposer Minimum Requirements

- A. At least three (3) years' experience in providing similar accounting consulting and related management services on federal programs administered by HUD, more specifically IDIS (the HUD financial management system pertaining to HOME, CDBG and ESG), DRGR (the HUD financial management system pertaining to CDBG-DR) and eLOCCS (the HUD financial management system pertaining to State ESG and CoC), with at least one (1) year for service to a City, Parish/County, State or Federal agency.
- B. At least three (3) years' experience in providing similar accounting consulting and related management services on the AS400 accounting system.
- C. Availability to work on an as-needed basis and on an on-call basis when necessary.

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses and telephone numbers for each reference shall be included. References must also include verification of experience and ability to meet project deadlines/timelines.

The Proposer may not satisfy the Proposer Qualifications through the use of a subcontractor.

1.5 Schedule of Events

Note: Purchasing Department will complete actual dates and times for items 1-4. Evaluation Committee Meeting Date will be scheduled according to committee members' availability and therefore, Items 5-7 will be determined at later dates.

	<u>Date</u>	<u>Time (CST)</u>
1. RFP emailed and posted online	4/8/2020	
2. Pre-Proposal Conference	Not Required	
3. Deadline to receive written inquiries	4/22/2020	4:30 PM
4. Proposal Receipt Date and Time	5/1/2020	4:30 PM
5. RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.

- | | | | |
|----|--------------------------------------|-----------|----|
| 6. | Council Selection via resolution | To | be |
| | | scheduled | |
| 7. | Contract Ratification via resolution | To | be |
| | | scheduled | |

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: **TO PROVIDE ACCOUNTING CONSULTING AND MANAGEMENT SERVICES FOR THE JEFFERSON PARISH DEPARTMENT OF COMMUNITY DEVELOPMENT**
- Proposal No. **0410**
- Proposal Receipt Date and Time: **May 1, 2020 at 4:30 PM**

Proposals will be received at either of the following locations:

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

or

Jefferson Parish Purchasing Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 404
Jefferson, LA 70123

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.7 Proposal Response Format –

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications

- D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc..
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and **MUST NOT** be included with the cost proposals.
- H. Cost Proposal: Proposer's fees and other costs shall be submitted in a **separate sealed envelope** with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.8 Number of Response Copies –

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal, including mandatory affidavits (signed and properly notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW media or flash drive as long as data on the disc and/or flash drive is formatted to open in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals ***should not*** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and six (6) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

1.9 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference

NOT REQUIRED FOR THIS RFP

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, or hand carried to:

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

Or

Jefferson Parish Purchasing Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 404
Jefferson, LA 70123

Phone: (504)364-2678

Buyer Email: sduffy@jeffparish.net

Buyer name: Ms. Sidney Duffy, Buyer II

1.13 Required Signed and Notarized Affidavits

Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission. For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*. **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission. Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Section 2-895(b) of the Jefferson Parish Code of Ordinances.**

***Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.**

All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution

1.14 Proposal Guarantee (*if required*)

NOT REQUIRED FOR THIS RFP

1.15 Performance Bond (*if required*)

NOT REQUIRED FOR THIS RFP

1.16 Fidelity Bond Requirements

NOT REQUIRED FOR THIS RFP

1.17 Proposal Validity

NOT REQUIRED FOR THIS RFP

1.18 Revisions, Withdrawals, Protest Procedures

If the proposer needs to submit changes or revisions, proposers shall submit these in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or revisions shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

1.19 Cost of Offer Preparation

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

1.22(A) The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

1.22(B) Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.

1.22(C) It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

1.24 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

NOT REQUIRED FOR THIS RFP

1.26 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "A". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net. In addition to the mandated coverages provided in Attachment "A," proposer must also furnish professional liability insurance in the amount of \$1,000,000.

1.27 Subcontractor Insurance

NOT REQUIRED FOR THIS RFP

1.28 No Guarantee of Quantities

NOT REQUIRED FOR THIS RFP

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for ratification. Contract negotiations are limited by section 1.22 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP evaluation committee shall seek authorization from the Council to negotiate a contract with another proposer under that RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all Proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department, the Finance Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Parish Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified firms and explaining their rationale.

Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the evaluation committee; except that the Council may select a proposer other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that is no more than ten percent (10%) lower than the cumulative score for the highest-ranked proposer.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.32 Indemnification

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP.

Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.33 Payment for Services

Note: This section shall be included in all RFP's but may be altered or revised appropriate to the proposal. The following is an example of possible wording to describe payment, i.e., who to bill, how to bill, information required on an invoice, etc.

The proposer shall address and send the invoice to the Jefferson Parish Department of Community Development pursuant to the payment terms negotiated in the agreement. Payments will be made by the Jefferson Parish Department of Community Development no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Finance Department. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

Successful proposers submitting payment requests for services in connection with pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances shall provide a list of all sub-contractors used in the performance of the pre-placed emergency contracts prior to payment on the contract.

1.34 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the Parish; but said agreement may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties hereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.

- C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.36 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.37 Audit of Records

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.39 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of this agreement.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

In conformity with Section 1.6, substitution of personnel shall be ratified by the Council. In addition to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.43 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of this agreement.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

1.45 Claims or Controversies

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

1.46 Diversity and Income Requirements

Jefferson Parish Community Development Department, as the grantee of the allocated federal funds is committed to awarding a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. Jefferson Parish Community Development Department strongly encourages Proposers that are certified by the Parish of Louisiana or any other city or Parish, or the federal government, as minority- and/or woman- owned business enterprise ("M/WBEs"), as well as Proposers that are not yet certified, but have applied for certification, to submit responses to this RFP. Jefferson Parish Community Development Department also strongly encourages joint ventures of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms.

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

Below is a program description and listing by program administered by JPDCD for which technical assistance and related management services in the area of accounting are requested to be provided by the selected Proposer(s). JPDCD is obligated only for actual requirements as described by the final Contract and/or task order. The selected Proposer(s) will provide these services relative to the following programs:

Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons.

HOME Investment Partnerships Program is commonly referred to as "HOME". HOME is designed exclusively to create affordable housing for rent or homeownership or providing direct rental assistance to low income people and can fund a wide range of activities including building, buying, and/or rehabilitating housing. Many of the projects for HOME require underwriting and subsidy layering that must be completed by the proposer, when requested.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the **Emergency Solutions Grants (ESG)** program. The ESG program provides funding to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and
6. Prevent families and individuals from becoming homeless.

The McKinney-Vento Homeless Assistance Act As Amended by S.896 HEARTH Act of 2009, enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program-the **Continuum of Care (CoC)** Program for chronically homeless persons.

Community Development Block Grant – Disaster Recovery (CDBG-DR) Program When the President declares a major disaster, Congress may appropriate funds to the Department of Housing and Urban Development (HUD) when there are significant unmet needs for long-term recovery.

HUD will notify eligible States, cities and counties if they are eligible to receive CDBG-DR grants. HUD will allocate funds based on unmet recovery needs.

The Parish of Jefferson also receives CDBG-DR and ESG funds from the State of Louisiana. Additionally, there is a small allocation of parish funds dedicated to owner-occupied rehabilitation.

In addition to the administration of the above-referenced programs, JPDCD is also responsible a large amount of semi-annual and annual planning and reporting requirements.

The responsibilities of the Consultant will include, but not be limited to, provision of professional accounting consulting and management services for the following:

1. Training of all JPDCD Accounting Unit staff members in the Parish AS400 system and all pertinent HUD financial management systems (IDIS, DRGR, eLOCCS);
2. Training of JPDCD managerial staff members in the Parish AS400 system and all pertinent HUD financial management systems (IDIS, DRGR, eLOCCS);
3. Temporary managing and guiding of JPDCD Accounting unit staff members;
4. Reconciling of current over-budget projects in accordance with Jefferson Parish Accounting Department policies and procedures and HUD guidelines;
5. Ensuring that all HUD drawdowns are performed so that the Parish is fully reimbursed and current;
6. Implementing and managing a monthly schedule of drawdowns;
7. Providing the Director and Accounting Unit staff assistance with oversight to ensure the accurate and timely maintenance of the Jefferson Parish financial management system and the federal and state grants management system;

8. Providing the Director and Accounting Unit staff assistance with oversight and coordination of all financial processes with departmental administration, project/program managers and Parish Accounting Department staff to ensure efficient implementation of all projects;
9. Providing the Director and Accounting Unit staff assistance with oversight and review, analysis and monitoring of financial accounting activity;
10. Providing the Director and Accounting Unit staff assistance with monitoring accounting activity and federal regulatory compliance;
11. Providing the Director and Accounting Unit staff assistance with review of invoices and back-up documentation to ensure that this documentation is sufficient;
12. Providing the Director and Accounting Unit staff assistance with follow-up review of pay requests from Sub recipients after review by Program Managers;
13. Providing the Director and Accounting Unit staff assistance with review of account assignment, funding availability and contract information before submission of Pay Requests and Direct Expenditure Requests to the Parish Accounting Department;
14. Providing the Director and Accounting Unit staff assistance with coordination of work with Program Managers to ensure efficient financial operations;
15. Providing the Director and Accounting Unit staff assistance with functioning as a Program Manager over Administrative-type Projects such as the administration, indirect costs and activity delivery projects;
16. Providing the Director and Accounting Unit staff assistance developing administrative expense allocation to projects as required and forwarding same to Payroll Accounting for execution after Director approval;
17. Providing the Director and Accounting Unit staff assistance with preparation, entry and reconciliation to AS400 of draws made through IDIS, DRGR and eLOCCS;
18. Providing the Director and Accounting Unit staff assistance with the timely drawing of funds for the Parish and for ensuring compliance with applicable HUD regulations and State, Federal and Parish requirements;
19. Providing the Director and Accounting Unit staff assistance with maintenance of complete records of IDIS, DRGR and eLOCCS draws executed and follow-up for approval;

20. Providing the Director and Accounting Unit staff assistance with internal and external audits conducted by the Parish, State and HUD;
21. Providing the Director and Accounting Unit staff assistance with maintenance of fixed asset inventory;
22. Providing the Director and Accounting Unit staff assistance with conducting of Sub-Grantee conferences;
23. Providing the Director and Accounting Unit staff assistance with identifying weaknesses in administrative controls for the following: a) possible sources of inefficiency and waste; b) overall effectiveness of the internal control structure, both administrative and financial; c) effectiveness of controls over records maintenance; d) effectiveness of controls over cash management; e) effectiveness of controls over other asset protection; and f) monitoring of cooperation with other agency units;
24. Providing the Director and Accounting Unit staff assistance with Sub grantee monitoring;

These accounting and consulting management services are to be provided on an as-needed basis and on an on-call basis when necessary, throughout the term of the Contract.

2.2 Period of Agreement

The term of any contract shall be for 2 years commencing on the date of contract execution. The parties will have the option to exercise a renewal period of one (1) year.

If the scope of work as described in Section 2.1 of this RFP pertains to an emergency pre-placed contract, as defined in Section 2-917 of the Jefferson Parish Code of Ordinances, and if Jefferson Parish has not entered into a new contract for the same scope of work prior to May 1st of the year in which this agreement is set to expire, then this contract shall be automatically extended until the end of the calendar year of the same year that this contract is set to expire.

2.3 Cost Proposal (Price Schedule)

Cost proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the proposals on all factors and criteria state in the RFP. The cost proposals shall not be included in the evaluation criteria. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment “ **B** ”. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful Proposer. Every proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The location where services are to be performed is **the Jefferson Parish Department of Community Development, 1221 Elmwood Park Boulevard, Suite 605, Jefferson, LA 70123 and/or via remote locations to be determined at the discretion of the Director when necessary.**

2.6 Financial Profile

Firms are requested to submit documentation from the past 3 years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the company's financial status or the required certification of bonding and insurance requirements may be assigned a lower score

2.7 Proposal Elements

Each proposer shall address how the firm will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following:

1. The Proposer should also prepare a general description of the proposed project to confirm that the Proposer is familiar with the project desired by JPDCD. A narrative should be provided that includes the respondent's intended approach to the scope of work. A contact person and phone number, fax number and email for the respondent are required.

2. A statement concerning proposer's understanding, knowledge of the law, and experience with other agencies in providing accounting consulting and related management services and how lessons learned through those projects will be used in this project; and a detailed discussion of the items listed in Section 1.4 "Proposer Minimum Requirements" above with elaboration on how the Proposer's team meets those qualifications.
3. A statement naming the project manager and/or other key people to be assigned to this project; listing and description of similar projects, in tabular format, that have been completed in the past 3 years by the consultant; resume of proposed project manager; and a breakdown of the % of work (by allocation of dollars).
4. Current financial statement. See Section 2.6 of this **RFP**.
5. Three (3) references which should state the nature of the relationship to the respondent and the name, telephone number, fax number and address of the person at the reference who is most familiar with the work performed.
6. Proposer's experience in meeting schedules on similar projects; specific project task descriptions and associated outcomes/deliverables; and each project task should have an associated timeframe for the activity.

PART III FEDERAL CONTRACT PROVISIONS

3.1 Federal Contract Provisions

As funding for this RFP is primarily through the United States Department of Housing and Urban Development, Respondents and their counsel should be familiar with the full range of federal compliance requirements. In addition, Respondent shall complete Attachment "C" certifying that Respondent is not federally debarred.

PART IV EVALUATION

4.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The Proposer selected by Jefferson Parish is expected to negotiate and enter into a Proposer's Agreement with Jefferson Parish which will set forth the responsibilities of the respective parties and applicable time frames for accomplishing key objectives.

The proposed evaluation criteria shall measure how well a proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

- 1) TECHNICAL PROPOSAL (Maximum of 75 Points)
- "The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:"
- A. Scope of Services
 - Consultant's understanding of the purpose of the various aspects of this project 20 Points
 - B. Specific Experience
 - Previous experience with providing accounting consulting and related management services for HUD programs and financial management systems (IDIS, DRGR and eLOCCS), as well as the AS400 financial management system 20 Points
 - C. Personnel
 - Experience of management of staff in HUD and Jefferson Parish accounting programs and technical assistance regarding same 10 Points
 - D. References 10 Points
 - E. Responsiveness to the RFP 5 Points

F. Certified or applied for certification as minority and/or woman owned business enterprise (M/WBEs)

5 Points

G. Financial Profile of Company

5 Points

2) **COST PROPOSAL**

The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

Maximum # of
Points 25

TOTAL MAXIMUM POINTS FOR THIS RFP

100 Points

PART V. PERFORMANCE STANDARDS

5.1 Performance Requirements

- **Proposer's timely submission of reports**
- **Proposer's submission of accurate and itemized invoices**
- **Proposer's adherence to project schedule/meet completion date**
- **Proposer's ability to provide key personnel with knowledge and technical expertise**

5.2 Performance Measurement/Evaluation

- **Did the proposer finish ahead of schedule?**
- **Did the proposer respond to Parish correspondence in a timely manner?**
- **Were complaints/problems resolved in a reasonable and cooperative manner?**
- **Was the proposer reasonable and responsive to Parish needs?**
- **Was the final product usable for the purpose intended?**
- **Were changes in key personnel made? How often? With or without notice?**

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009. The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

Attachment B
Price Schedule

Provide hourly pricing for all services _____

ATTACHMENT C

Contractor Certification

Contractor's Name: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
 - c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
 - e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized
Representation: _____

Signature: _____ Date: _____

ATTACHMENT D

Anti-Lobbying Form

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____, hereby certify
on (name and title of bidder's official)

behalf of _____ that:
(name of bidder)

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying, " in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____

By _____
(signature of authorized official)

(title of authorized official)

Request for Proposals #0410

Provide Accounting Consulting and Management Services

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing **An Accounting Consultant and Management Services** for the for the Jefferson Parish Department of Community Development.

**Request for Proposals will be received until 4:30 p.m. Local Time on:
MAY 1, 2020.**

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____

Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL PROPOSALS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS,
SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND
NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH PROPOSAL OR
CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING,
AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND
ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.**
- **Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.**

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized _____ of _____ (Entity), the party
who submitted a proposal in response to RFP Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.